

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: OPERATION & MAINTENANCE MANUAL DISTRIBUTION	FMEP-P-0820	Rev. No. 0
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1.0 PURPOSE

To define the process of receiving, reviewing, approving and distributing Operation and Maintenance manuals.

2.0 GENERAL

The submittal requirements for format contents and organizational layout are specified in General Specification No GS-03 for equipment ordered by Facilities Maintenance and Engineering Department.

The submittal requirements are also specified in Standard Specification Section 01730 for equipment that is supplied and/or installed by a contractor.

The requirements of this procedure are the same for either situation.

3.0 PROCEDURE

3.1 Manual Receipt and Review

3.1.1 Upon receipt of the two (2) draft copies of the Operation and Maintenance manual, the Lead Engineer shall place one (1) copy or set on the shelf in the O&M Records area and one (1) copy or set on the table in the Operation and Maintenance manual's records area. An e-mail shall be sent to notify all pertinent individuals or shops that a draft copy of the Operation and Maintenance manuals are available for review and comment for a period of 7-10 days.

3.1.2 The Lead Engineer shall compile and validate comments into the review set and return one complete set or comments, whichever is appropriate, to the submitter of the Operation and Maintenance manuals.

3.1.3 Upon receipt of the final four (4) sets of the Operation and Maintenance manuals, the Lead Engineer shall verify that comments have been incorporated. If they are unsatisfactory, the Operation and Maintenance manuals shall be returned for corrections.

3.2 Manual Distribution

If the O&M manuals are acceptable, distribution may take place as follows:

(a) The four (4) sets shall be given to Document Control. Document Control shall transmit one complete set of O&M manuals, including the test and balance report, to the Supervisor of the CAD Department for placing on the shelf in the O&M library. This copy will replace the draft set which will then be discarded.

(b) The special section titled computerized maintenance system (CMS) forms shall be transmitted to the FME Preventive Maintenance Coordinator for their use.

(c) Two (2) sets of the test and balance reports shall be removed from the O&M manuals with one set being filed in the test and balance report files area and one set being placed in the project files.

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- (d) One set of the O&M manuals shall be transmitted to the Millwright shop.
- (e) One complete set of the O&M manuals, including the test balance report, shall be transmitted to Building 324 for use by the Electric, HVAC and Instrument shops.
- (f) One set of the O&M manuals shall be transmitted to Building 361 for use by the Carpenter, Pipe and Sheet Metal shops.